

EMPLOYEE GUIDELINES & RULES TO FOLLOW

COVID-19 is now classed as a notifiable disease in the UK, which places additional responsibilities on employers and employees to help prevent its spread. We cannot remove the hazard but we can reduce the risks to you, each other, friends, family and the wider community.

Everyone must be diligent and take everyday actions to help prevent the spread of COVID-19 therefore the following guidelines and rules have been introduced and must be abided by. Whilst on site;

1	I will not take short cuts through other areas
2	E-Cigarettes to be used outside only and away from the designated smoking areas
3	I will cover my mouth and nose with a tissue or my sleeve (not my hands) when I cough or sneeze & put used tissues in a bin immediately
4	Face coverings to be worn at employee's discretion.
5	I understand that I should sanitise on arrival at the pre-designated areas, I will wash my hands with soap and water or sanitiser often - use hand sanitizer gel if soap and water are not available.
6	I will avoid touching my eyes, nose or mouth if my hands are not clean
7	I will wipe down all touch points on machines, MES screens and work surfaces with sanitizer both before and after I use them, at agreed frequencies
8	If I show symptoms of a new & persistent cough, or a mild fever, or loss of taste or smell, I will immediately inform my Controller/Manager, confirm my phone number, request a test & stay at home for 10 days or until a negative test result is confirmed. If I test negative but symptoms remain, I will remain at home and request another test
9	If I feel unsafe, I understand I can report and discuss my feelings in confidence

The health and safety of our employees is of the utmost importance and the above guidelines have been introduced in collaboration with Unite the Union to reduce the risks of COVID-19 and prevent the spread. Anyone continuously not following the above guidelines will be suspended from site and may be subject to disciplinary action. This applies to all employees, visitors & drivers.

Please discuss any questions with your Controller/Manager